

SAMPLE FACILITY RISK ASSESSMENT GUIDELINES

I. PERFORM BUSINESS ASSESSMENT

A. Identify Potential Risks and Vulnerabilities

1. What type of business does the department handle?
2. How much public contact is there?
3. Are there many employee terminations?
4. Is there a high stress level associated with the type of work done in the department?
5. Does the department handle cash transactions?
6. Consider the location of the building/department? Is it in a remote location or is it around other departments? Do employees work in the field?

II. ASSESS PHYSICAL AND ENVIRONMENTAL SECURITY

A. Outside of Facility

1. Lighting
2. Shrubs
3. Hiding places
4. Obstructions (i.e. dumpsters) etc.

B. Access Control

1. Door and window locks
2. Number of public entrances
3. After hours lock down plan
4. Key control

C. Inside of Facility

1. Visitor and employee identification methods (I.D. badges, sign in procedures etc.)
2. Public areas and personal work spaces
3. Electronic security options (closed circuit TV, Card access, electromagnetic combination locks, door alarms and duress devices)

III. IDENTIFY APPROPRIATE PREVENTATIVE ACTIONS TO BE TAKEN WITHIN AVAILABLE BUDGET

Balance customer service (citizen access) with employee safety

IV. IMPLEMENT FACILITY SECURITY IMPROVEMENT

**SAMPLE DEPARTMENT SECURITY PROCEDURE GUIDELINES
TOPICS TO ADDRESS IN DEPARTMENT SECURITY PROCEDURE**

I. STAFF RISKS AND VULNERABILITIES

- A. Evaluate facility risk assessment as it applies to department staff and visitors
- B. Assess staff and visitor interactions
- C. Assess field operations

II. SAFETY STRATEGIES

Cash control, secondary door usage, duress devices, code names etc.

III. REPORTING ACTUAL OR POTENTIAL WORKPLACE VIOLENCE

Department reports, police reports, report to Workplace Violence Coordinator

IV. RESPONDING TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE

Develop a response plan

**TOPICS COVERED IN WORKPLACE VIOLENCE TRAINING
PROVIDED BY HRM**

How to conduct and write a Facility Risk Assessment

How to develop a Department Security Procedure

Warning signs of potentially violent individuals

Ways of minimizing or diffusing potentially violent situations

Role of Employee Assistance Program

Minimizing domestic violence in the workplace